

DJJ Training Calendar and Course Descriptions January – December 2007

DJJ Central Training now operates out of two locations. Participants are already familiar with the Cedar Lodge location at 1701 Old Bon Air Road in Chesterfield County. Please note that we are also scheduling classes at our temporary location at the Barrett location 11391 Barrett Center Road off of U.S. Route 301 in Hanover County. Please check the listings for the correct location for your class choices.

Orientation to the Virginia Department of Juvenile Justice

This half-day introduction to the Department of Juvenile Justice is *mandatory* for all new Central Office staff; *strongly recommended* for new employees in all areas of the agency; and *open* to any employee who needs to understand any or all of the following:

- Agency vision, mission, goals, and values;
- Agency organizational structure;
- The juvenile justice process in Virginia
- Employee policies and benefits

This program will be available on-line beginning the second quarter of 2007.

1/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
2/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
3/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
4/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
5/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
6/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
7/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
8/27/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
9/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
10/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
11/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge

SUPERVISORY/MANAGEMENT CLASSES:

FLSA (Fair Labor Standards Act) For New Supervisors - Susan Willis

New Supervisors will be given the tools necessary to: understand requirements under the Fair Labor Standards Act; recognize the differences between exempt and non-exempt status for employees; and fully understand the regulations that govern timekeeping and leave keeping.

1/25/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
12/13/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach (UVA, 4 th floor, Room 2)

Performance Management for New Supervisors – Susan Willis

This training typically covers the process of performance planning and evaluation as well as 'best practices' for documenting performance on an ongoing basis during the performance cycle. Hands-on group exercises are used to correlate the principles to practice.

3/8/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
6/21/07	8:30 a.m. – 4:30 p.m.	Johnson Learning Center - Manassas

Performance Management and FLSA (Fair Labor Standards Act) Refresher

Susan Willis

This course provides a refresher and updates participants on issues involving performance management activities. The program satisfies agency requirements for supervisor re-training.

Prerequisite: Performance Management

Course is designed for supervisors/managers new to State government and the Department. (exempt/non-exempt status)

3/7/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
5/16/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/20/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
9/12/07	8:30 a.m. – 4:30 p.m.	County Board Room - Martinsville
11/14/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
12/12/07	8:30 a.m. – 4:30 p.m.	7th CSU – Newport News

Recruitment and Selection for New Supervisors – Amy Williams

This course is designed to refresh managers, supervisors and those employees that may serve on interview panels or make hiring decisions, in the policies and procedures that surround the recruitment and selection process. The course will provide an overview of the legal issues surrounding recruiting and interviewing, ways to avoid hiring mishaps and mistakes, and the proper documentation.

Topics: Introductions; Terminology; Fundamentals to Advertising; Developing Your Applicant Pool; Success in Interviewing; Evaluating Candidates; Documentation

5/2/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
6/13/07	8:30 a.m. – 4:30 p.m.	Henry County Board Room Martinsville
9/6/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach

Recruitment and Selection/Timekeeping Refresher – Amy Williams

This course provides a refresher and updates participants on issues involving the selection process. The program satisfies agency requirements for supervisory retraining.

Prerequisite: Recruitment and Selection Standards.

Course is designed for supervisors/managers new to State government and the Department. The training includes an overview of the State's leave program (including annual, sick, VSDP, administrative, etc.), requirements for reporting and approving such leave requests, the Fair Labor Standards Act (exempt/non-exempt status), Federal and Department timekeeping policies and practices. Hands-on group exercises are used to correlate the principles to practice.

5/1/07	8:30 a.m. – 4:30 p.m.	Johnson Learning Center - Manassas
6/12/07	8:30 a.m. – 4:30 p.m.	SW Higher Education - Abingdon
9/5/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
9/18/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
11/28/07	8:30 a.m. – 4:30 p.m.	Henry County – Martinsville
12/19/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton

Sergeant/Lieutenant In-Service 2007: Strategic Leadership Workshop–

Guillermo Novo

This class is mandatory for Juvenile Correctional Center Sergeants and Lieutenants and open to all other managers and supervisors on a space available basis.

A comprehensive three-day curriculum designed to provide leaders the experiential learning practice necessary to fully master the appropriate use of four leadership strategies: Relate –

Coach – Delegate – Instruct. Participants will receive a 360 assessment instrument package with instructions for completing and returning before the class.

3/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
3/20-22/07	8:00 a.m. – 4:30 p.m.	Barrett
4/17-19/07	8:00 a.m. – 4:30 p.m.	Barrett
7/10-12/07	8:00 a.m. – 4:30 p.m.	Barrett
7/17-19/07	8:00 a.m. – 4:30 p.m.	Barrett
7/24-26/07	8:00 a.m. – 4:30 p.m.	Barrett
7/31-8/2/07	8:00 a.m. – 4:30 p.m.	Barrett
8/7-9/07	8:00 a.m. – 4:30 p.m.	Barrett
8/14-16/07	8:00 a.m. – 4:30 p.m.	Barrett
8/21-23/07	8:00 a.m. – 4:30 p.m.	Barrett
9/4-6/07	8:00 a.m. – 4:30 p.m.	Barrett
9/18-20/07	8:00 a.m. – 4:30 p.m.	Barrett
10/2-4/07	8:00 a.m. – 4:30 p.m.	Barrett
10/16-18/07	8:00 a.m. – 4:30 p.m.	Barrett
11/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
11/27-29/07	8:00 a.m. – 4:30 p.m.	Barrett

Strategic Leadership Workshop– Guillermo Novo

A comprehensive three-day curriculum designed to provide leaders the experiential learning practice necessary to fully master the appropriate use of four leadership strategies: Relate – Coach – Delegate – Instruct. Participants will receive a 360 assessment instrument package with instructions for completing and returning before the class. This class is mandatory for Juvenile Correctional Center Sergeants and Lieutenants and open to all other managers and supervisors on a space available basis.

3/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
3/20-22/07	8:00 a.m. – 4:30 p.m.	Barrett
4/17-19/07	8:00 a.m. – 4:30 p.m.	Barrett
7/10-12/07	8:00 a.m. – 4:30 p.m.	Barrett
7/17-19/07	8:00 a.m. – 4:30 p.m.	Barrett
7/24-26/07	8:00 a.m. – 4:30 p.m.	Barrett
7/31-8/2/07	8:00 a.m. – 4:30 p.m.	Barrett
8/7-9/07	8:00 a.m. – 4:30 p.m.	Barrett
8/14-16/07	8:00 a.m. – 4:30 p.m.	Barrett
8/21-23/07	8:00 a.m. – 4:30 p.m.	Barrett
9/4-6/07	8:00 a.m. – 4:30 p.m.	Barrett
9/18-20/07	8:00 a.m. – 4:30 p.m.	Barrett
10/2-4/07	8:00 a.m. – 4:30 p.m.	Barrett
10/16-18/07	8:00 a.m. – 4:30 p.m.	Barrett
11/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
11/27-29/07	8:00 a.m. – 4:30 p.m.	Barrett

Standards of Conduct/Grievances for New Supervisors– Robin Barwick

This course contrasts positive and negative workplace performance and behavior(s) and fosters understanding of professional roles and responsibilities of staff within DJJ. Content includes references and procedures for clarifying performance and behavior expectations; employee-supervisor problem-solving techniques with skill demonstrations and situation practices are included.

8/30/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
9/21/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
11/19/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News

Timekeeping for New Supervisors - Susan Willis

Course is designed for supervisors/managers new to State government and the Department. The training includes an overview of the State's leave program (including annual, sick, VSDP, administrative, etc.) requirements for reporting and approving such leave requests, the Fair Labor Standards Act (exempt/non-exempt status) and federal and Department timekeeping policies and practices. Hands-on group exercises are used to correlate the principles to practice.

5/3/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
6/14/07	8:30 a.m. – 4:30 p.m.	Henry County Board Room
		Martinsville
9/7/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach

Toolkit for Supervisors – Learna Harris and Kenneth Robinson/Staff

This comprehensive **80 hour** training is designed to make relevant information, skills and practice available to the new DJJ supervisors in his/her first 90 days in a supervisory position. A review of DHRM and DJJ policies will be emphasized, as well as the skills needed to effectively administer these policies. Other areas that will be emphasized are Customer Service, Ethics Leadership and Civil Liability.

1/29 thru 2/9/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
4/9 thru 4/20/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/23 thru 8/3/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
10/22 thru 11/2/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge

Workplace Harassment for New Supervisors – Robin Barwick

This course provides an overview of harassment issues with related updates in law and policy and enlightens participants concerning a wide variety of other harassment and abuse behaviors found in the workplace. The program explains management responsibilities/liabilities and recommends course(s) of action to prevent and/or eliminate violations in this important area of policy/law/supervision.

3/22/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/7/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
9/20/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office

Workplace Harassment and Standards of Conduct/Grievance

HR Re-fresher for Supervisors - Robin Barwick

Harassment in the Workplace: This course provides a refresher and updates participants on issues involving illegal harassment in the workplace. The program satisfies agency requirements for supervisor re-training.

Standards of Conduct/Grievance Procedure: This course provides a refresher and updates participants on issues involving the administration of the Standards of Conduct and the Employee Grievance Procedure. The program satisfies agency requirements for supervisor re-training.

Prerequisite: Standards of Conduct and Grievance Procedure for Supervisors.

3/21/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/6/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
8/29/07	8:30 a.m. – 4:30 p.m.	County Board Room – Martinsville
9/19/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
11/20/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
12/5/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge

PROFESSIONAL DEVELOPMENT:

Advance Gang Class 201 - Benjamin Anthony

This training is a workshop. Participants will research information from deep inside of the largest street gangs in America. This class will also teach you how to decode gang letters, gang documents and gang graffiti. You should have had a basic gang class before attending this session.

Prerequisite: Gang Awareness 101 or other basic gang class

10/11/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge
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Basic Skills for Counselors – Brenda Jackson

This is a one week course for the counselors in the Dept. of Juvenile Justice. We will be covering: Navigating JTS, Case Management (to include major offender packets), Mental Health Services in the institutions and Group Facilitation Skills. The Curriculum is designed for counselors in Juvenile Justice.

2/26-3/2/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/7-11/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/16-20/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
9/24-28/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
12/10-14/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Basic Skills for Probation Officers – Dennis Sullivan

This 40 hour curriculum is designed for all new probation staff. The training will familiarize new probation officers with: the job tasks, functions, and roles of various positions within a court service unit; the intricacies of the professional/juvenile relationship; the legal and ethical framework for appropriate decision-making and case management; a working knowledge of agency policy, procedures and standards and/ the framework of the Balanced Approach to Juvenile Justice.

NOTE: Out-of-Town participants must submit registration forms no later than 30 days prior to training and promptly respond to request for additional information to insure hotel availability. Confirmations, directions and an assignment for the first day of training will be sent approximately 2 weeks prior to the start of training.

1/22-26/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/12-16/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/7-11/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/16-20/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
9/24-28/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
11/5-9/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Courtroom & Hearing Protocol Demeanor – Robert Foster, Thomas Tomlin & William Sharkey

This course will challenge each participant to re-assess the elements required for courtroom or other official hearings. Topics will include an examination of: the role of a witness, a judge and all attorneys during the preceding; preparation for testimony; factual presentations to the court; common pitfalls and challenges of testifying; and assessing the proper demeanor and protocol required for official hearings. The experimental elements of the course will serve as a training ground for professional testimony.

2/23/07	8:30 a.m. – 4:30 p.m.	County Board Room - Martinsville
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3/8/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach
4/18/07	8:30 a.m. – 4:30 p.m.	VDOT-Residency Office Fredericksburg
5/24/07	8:30 a.m. – 4:30 p.m.	SW Higher Education - Abingdon
9/13/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
9/14/07	8:30 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Roanoke
10/10/07	8:30 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge

Customer Service Basics and Employee Wellness –

Who are your customers? In the retail and commercial environment most of us understand who the customers are. More importantly, we all know when we have received poor customer service. This session focuses on the skills a professional must use to influence change. Participants will be provided with a quality assurance tool which can be used to audit and evaluate ones individual customer service system. This course is a companion to the DJJ “Toolkit for Supervisors course”

4/13/07	9:00 a.m. – 4:00 p.m.	VDOT – Residency Office Fredericksburg
8/10/07	9:00 a.m. – 4:00 p.m.	Cedar Lodge
9/14/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Lynchburg

Defensive Driving –

This National Safety Council Program is designed to provide experienced automobile drivers with accident prevention techniques. During various interactive classroom demonstrations participants will cover a variety of driving situations that emphasize accident prevention
(This program is recommended for individuals who have the responsibility of driving state vehicles.)

Classes scheduled upon request only.

Female Gang Members - Benjamin Anthony

The training will look at the role of the female gang members from a historical perspective. The training will look at the number of females that are involved in gangs and the violence that they endure.

10/18/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge
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First Aid/CPR – Dennis Sullivan

Participants will receive training in First Aid and CPR; demonstrate skills and receive American Red Cross certification upon successful completion of this course. Participants must pay a \$7.00 fee at the time of the class. You may pay by check (made payable to American Red Cross) or cash. Please wear comfortable clothes. This class is restricted to a maximum of 8 participants.
(Due to American Red Cross liability rules, no one will be allowed to enter after the class starts.)

2/13/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/27/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
6/15/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/12/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Gang Awareness 101 - Benjamin Anthony

This basic gang training will answer the who, what, when, where, why and how of gangs. This class will examine gangs from their beginning to the present.

9/6/07**9:00 a.m. – 4:30 p.m.****Cedar Lodge****Gangster Rap-What's inside of the Lyrics? – Benjamin Anthony**

Why are so many people drawn to this music? What is the message in the music? This class will look at the meaning of the lyrics in rap and gangster rap. We will also look at the gang members that are a part of this billion dollar industry.

11/15/07**9:00 a.m. – 4:30 p.m.****Cedar Lodge****Handle With Care Instructor Certification – NEW INSTRUCTORS (24 hours)**

This is to obtain initial certification as an instructor in the Department's approved Handle With Care – Behavior Management System. The class is for staff from a state (not privately owned) residential facility (Group Home, Detention Center, Juvenile Correctional Center) who will be delivering classes to certify end users in Handle With Care. Candidates requesting consideration must submit a DJJ Registration Form and be approved by the DJJ Senior Training and Development Coordinator responsible for the instructor certification process, in order to attend. Class size is limited to 24 for all statewide requests and will be approved on an "as needed" basis, based on number of staff and number of instructors per facility.

No new classes until next year**Handle With Care Instructor Recertification – EXISTING INSTRUCTORS (16 hours)**

This is to obtain recertification as an instructor in the Department's approved Handle With Care – Behavior Management System. The class is for currently certified instructors. Candidates requesting recertification must submit a DJJ Registration Form and be approved by the DJJ Senior Training and Development Coordinator responsible for the instructor certification process, in order to attend. Class size is limited to 24 for all statewide requests and will be approved on an "as needed" basis, based on number of staff and number of instructors per facility.

No new classes until next year**Incarcerated Juvenile Gang Member - Benjamin Anthony**

The training will look at five case studies of gang members from five states. The studies will look at the gang member before they were locked up, why they are incarcerated and what happens to them once they are released.

No class scheduled for 2nd half of year**In-service Training for Non-Security Personnel - Various Instructors**

This in-service week is designed to assist non-security employees to meet the minimum requirement for training hours in a "buffet" style format. Each topic functions as a separate course which enables staff to pursue training specific to their job functions. This allows staff to meet their minimum required hours while choosing topics that interest them professionally. Courses offered over the five days include:

Day 1: Introduction, Overview of DJJ Strategic Plan, and Employee Wellness (8hrs):

Presentation on the Mission, Vision and Core values, how they relate to all DJJ employees and the goals we all should be working towards. This course will discuss practical ways to manage

stress, recognize potential health issues, and nutritional recommendations. Topics in this class are consistent with the learning sessions offered by the popular CommonHealth program.

Day 2 a.m.: Terrorism and Security Awareness (4hrs):

Completion of this course will provide the participant with information specific to facility emergency reaction policy and procedures review. This interactive training program addresses five safety and security topics to which all state employees should be prepared to respond.

Day 2 p.m.: Defensive Driving (4hrs):

This program, intended to help participants fine tune their defensive driving skills, includes collision-prevention techniques and information. This class is for those who have many years of driving experience and may have forgotten previously learned information.

Day 3: Managing Conflict in the Workplace (8hrs):

This course is designed to assist participants in understanding what they bring to the conflict situations that they face in their personal and professional lives. Participants will learn and discuss effective conflict-resolution skills.

Day 4: CPR, AED, First Aid (8hrs):

Participants will receive training in First Aid and CPR; demonstrate skills and receive American Red Cross certification upon successful completion of this course.

Day 5: Handle with Care Recertification / Refresher (8hrs):

This is to obtain recertification / refresher training in the Department's approved Handle With Care – Behavior Management System. **Must have been previously certified in Handle with Care.**

NOTE – These classes are open to all non-security positions within the Department of Juvenile Justice. Each class is a stand alone program which requires separate enrollment (e.g. Employees can enroll in Defensive Driving and CPR, AED, First Aid, and receive 12 hours of training credit or attend the entire week for the full 40 hours. With either option, they must enroll into each class individually).

04/2-6/07	8:00 a.m. – 5:00 p.m.	Barrett
06/11-15/07	8:00 a.m. – 5:00 p.m.	Barrett
8/20-24/07	8:00 a.m. – 5:00 p.m.	Barrett
10/29-11/2/07	8:00 a.m. – 5:00 p.m.	Barrett
12/10-14/07	8:00 a.m. – 5:00 p.m.	Barrett

Phoenix Group Facilitation Training – Benjamin Anthony & Steve Charlson

This training will introduce DJJ staff to basic group facilitation skills utilizing the Phoenix Behavioral Curriculum. Some of the techniques identified as effective by the "Best Practices in Juvenile Justice" publications will be included. Staff will be exposed to motivational Interviewing, Cognitive Behavioral and Social Learning approaches, role playing, using different group setups, use of the gang curriculum and effective communication skills.

9/20/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge
11/29/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge

Preparing for Promotion – Guillermo Novo

This class will review strategies for preparing both personally and professionally for promotional opportunities as well as the Commonwealth's promotion process. Topics will include: personal and professional development, successful characteristics, the application process, interview strategies, DHRM pay practices, and salary negotiations.

04/25/07	9:00 a.m. to 4:00 p.m.	Workforce Development Center (TNCC) Hampton
07/10/07	9:00 a.m. to 4:00 p.m.	Dept. of Environmental Quality (DEQ) Harrisonburg
09/13/07	9:00 a.m. to 4:00 p.m.	Cedar Lodge
11/28/07	9:00 a.m. to 4:00 p.m.	County Board Room - Martinsville

Safe Practices for Drug Screenings for CSU Personnel –

This course will provide the participant with practical and regulatory information on conducting safe urine screenings. This informative session utilizes the OSHA Bloodborne Pathogen and Hazardous Communication Standards as program reference. Best practices for urine sample collection and tactics frequently used by offenders to alter sample results will also be discussed.

3/22/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Abingdon
3/30/07	9:00 a.m. – 4:00 p.m.	Cedar Lodge
5/18/07	9:00 a.m. – 4:00 p.m.	1 st CSU - Chesapeake
9/13/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Lynchburg

Safety and Security for Court Service Workers - Dennis Sullivan

The first half of this class will focus on de-escalation techniques for crisis intervention situations and give participants basic tactics and techniques for staying safe inside the Court Service building and in the community. The second half of the class will focus on escape techniques that can be used during physical confrontations. Instructor will demonstrate escape techniques to participants and participants will be required to conduct each technique properly.

Pre-requisite for class: Participants must attend the de-escalation techniques prior to attending the Escape Techniques.

Students should wear comfortable clothing. (No tank tops)

2/9/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
2/23/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/29/07	9:00 a.m. – 5:00 p.m.	Workforce Development Center (TNCC) Hampton
4/6/07	9:00 a.m. – 5:00 p.m.	Workforce Development Center (TNCC) Hampton
5/4/07	9:00 a.m. – 5:00 p.m.	Cedar Lodge
5/25/07	9:00 a.m. – 5:00 p.m.	Dept. of Social Services – VA Beach
6/5/06	9:00 a.m. – 5:00 p.m.	Cedar Lodge
7/6/07	9:00 a.m. – 5:00 p.m.	Western Regional Office (WRO) – Roanoke
8/22/07	9:00 a.m. – 5:00 p.m.	Cedar Lodge
9/6/07	9:00 a.m. – 5:00 p.m.	12 th CSU - Chesterfield
10/26/07	9:00 a.m. – 5:00 p.m.	Cedar Lodge
12/14/07	9:00 a.m. – 5:00 p.m.	Cedar Lodge

Sex Offender Services – Ed Wieckowski

Participants will examine the treatment program for adolescent sex offenders in DJJ self-contained units. Training is provided in the methods and procedures used to achieve the treatment objectives during incarceration and the staff's role in the process.

11/7-8-9/07 8:30 a.m. – 4:30 p.m. Barrett

Sexual and Domestic Violence - Dennis Gilbert

This class is to help participants gain a thorough understanding and knowledge of sexual and domestic violence in order to enable them to respond more effectively to the juveniles and families they come in contact with who may be experiencing its impact.

4/26/07	9:00 a.m. – 4:30 p.m.	Workforce Development Center (Thomas Nelson Community College) - Hampton
6/21/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge
8/16/07	9:00 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke
10/4/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge

Terrorism and Security Awareness -

This interactive training program addresses five safety and security topics that all state employees should be prepared to respond. These five major topics are: Terrorism Awareness, Explosive Threats, Chemical, Biological and Radiological/Nuclear Threats, Cyber-terrorism, Identity Theft & Social Engineering and Crime Prevention. Completion of this course will provide the participant with awareness level knowledge and information specific to facility emergency reaction policy and procedures review.

3/21/07	8:00 a.m. – 12:00 noon	Dept. of Environmental Quality (DEQ) Abingdon
4/20/07	9:00 a.m. – 1:00 p.m.	Cedar Lodge
4/27/07	9:00 a.m. – 1:00 p.m.	Workforce Development Center (TNCC) Hampton

The Basics of Street Drugs – Dennis Sullivan

This course will focus on four main categories of drugs (Narcotics, Stimulants, Hallucinogens and Depressants). Participants will receive information on the different types of illegal drugs that adolescents and adults are using in today's society. This class will also discuss the effects of several common street drugs and how they can be administered to the body. Participants will see video clips on inhalants, dangerous drugs and interviews of several youth previously incarcerated with the Virginia Department of Juvenile Justice.

2/1/07	9:00 a.m.-4:30 p.m.	Cedar Lodge
4/20/07	9:00 a.m.-4:30 p.m.	Workforce Development Center (TNCC) Hampton
6/7/07	9:00 a.m.-4:30 p.m.	Dept. of Social Services – VA Beach
8/21/07	9:00 a.m.-4:30 p.m.	Cedar Lodge
11/2/07	9:00 a.m.-4:30 p.m.	Cedar Lodge

25 Most Asked Questions About Gangs – Benjamin Anthony

This training will look at the top 25 questions about gangs that have been asked in training classes since 2004. This training identifies the questions and provides realist, straight forward answers to some of the most vital questions of gang activity and its causes.

No class scheduled for 2nd half of year

Working with Generations in the Workplace – Brenda Jackson

Boomers, Xers and Millennials....oh my! The workplace now includes employees that fit into at least four distinctive generations. Studies show that each of the generations have unique characteristics and driving values. This half-day workshop will introduce employees to the generations, help them to identify key characteristics of each and give them an opportunity to discuss each generation's beliefs and driving values. Objectives of the workshop include improving work relationships and building more cohesive, productive teams.

6/21/07	9:00 a.m. – noon	Cedar Lodge
8/14/07	9:00 a.m. – noon	VDOT – Fredericksburg Residency Office
10/9/07	9:00 a.m. – noon	Western Regional Office (WRO) - Roanoke
11/15/07	9:00 a.m. – noon	Workforce Development Center (TNCC) Hampton

Available by special request for groups of (20) or more:

- **Defensive Driving** for personnel responsible for driving state vehicles
- **Terrorism and Security Awareness**
- **Employee Wellness** – A presentation of learning sessions offered by the popular *CommonHealth* program. This 4 or 8 hour module will discuss practical ways to manage stress, recognize potential health issues and nutritional recommendations are some of the topics that will be presented.
- **Workplace Ergonomics and Office Safety** - This program will discuss and evaluate the leading causes of musculoskeletal discomfort and injury to administrative professionals. Participants will be introduced to the health related warning signs of musculoskeletal disorders and related occupational risk factors. This course will provide participants with low cost or free methods that can be used to prevent ergonomic injuries. This session is recommended for employees that perform tasks requiring significant use computerized workstations or other clerical duties.
- **Safety & Security for CSU personnel** - Conducting field or home visits can be a dangerous occurrence. Are you mentally preparing yourself before each field or home visit? With mandatory deadlines, court appearances and other administrative concerns we often times forget to practice basic personal safety techniques. This course will provide the CSU employee with practical methods to enhance personal safety in the field and office. This course features information offered during the Basic Skills for Probation Officers program and has been updated to include a module on “Workplace Violence” a National Institutes of Health initiative. This course is recommended annually for all CSU employees.
- **Customer Service Basics and Employee Wellness**

Contact Debbie P. Jackson (804) 323-2362 or e-mail request to Debbie.jackson@djj.virginia.gov

Available by special request for any DJJ work team:

- **MBTI (Myers Briggs Type Indicator)** Knowing your preferences and understanding others' preferences may help you to communicate effectively. This can be especially critical if you are a manager or supervisor. This workshop will address communication style based on an individual's type, as identified by the MBTI. Participants will have an opportunity to learn how their individual preferences may affect, leadership styles, time management and dealing with conflicts.
- **Manage Workplace Conflict** This course is designed for participants to learn more about managing conflict. We will define conflict and explore how we respond to it using the "**Thomas-Kilman Conflict Mode Instrument**". Through individual and group exercises, participants will learn how to manage conflict in the workplace.
- **Working with Generations in the Workplace**

Contact Debbie P. Jackson (804) 323-2362 or e-mail request to Debbie.jackson@djj.virginia.gov

DEPARTMENT OF JUVENILE JUSTICE

HEALTH SERVICES DIVISION



**TRAINING SCHEDULE
JULY – DECEMBER 2007**

July – December 2007

July 10-13

Title	Medication Aide Training
Description	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
Place	Northern Virginia Detention Home 200 S. Whiting Street Alexandria, VA 22304
Time	8:30 a.m. – 4:30 p.m.
Target Audience	Non-medical staff who administer medications
Instructor	Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN
	Limit 20 participants

September 6

Title	CPR for Healthcare Providers
Description	This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two- person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.
Place	Barrett
Time	8:30 a.m. – 4:30 p.m.
Target Audience	Health Services personnel with direct patient care.
Instructor	Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN
	Limit 12 participants

September 12

Title	Dermatology
Description	The trouble with rashes. When to watch; when to treat; and when to refer.
Place	Barrett
Time	8:30 a.m. –4:15 p.m.
Target Audience	Health Services Staff, administrators.
Instructor	Dr. Marie Tiedemann

September 24-28

Title	Medical Basic Skills
Description	This 40 hour orientation to the Medical/nursing department is required within one year of hire (beginning 2006) for all newly hired Health Services personnel. Attendance of classes for the full week will be scheduled by the Head Nurse at each facility.
Place	Barrett
Time	8:30 a.m. – 4:30 p.m.
Target Audience	Newly hired Health Services personnel
Instructor	Elizbeth Morse, RN, NP; Doris Hedrick, RN, Joseph Riddick, CCHP; Other Instructors PRN

Medical Basic Skills

Sessions for each day are list below. Seasoned nurses seeking training opportunities may register for individual sessions as desired. As always clear attendance with your supervisor.

September 24

Title	Medical Basic Skills Day # 1 Health Certification Standards
Description	This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms. .
Place	Barrett
Time	8:30 p.m. – 4:15 p.m.
Target Audience	Newly hired Health Services personnel, health services staff desiring a review, administrators
Instructor	Joseph Riddick, CCHP; Other Instructors PRN

September 25

Title	Medical Basic Skills Day # 2 Medication
Description	Medication administration policies and Maxor Pharmacy computer practice session
Place	Cedar Lodge computer lab
Time	8:30 a.m. – 11:45 a.m.
Target Audience	Newly hired Health Services personnel, health services staff desiring a review
Instructor	Teresa Volosevich, RN, Elizbeth Morse, RN, CPNP; Doris Hedrick, RN, Other Instructors PRN

September 25

Title	Medical Basic Skills Day # 2 Documentation for correctional health
Description	Required documentation, DJJ forms and reports.
Place	Cedar Lodge computer lab
Time	1:00 p.m. – 4:15 p.m.
Target Audience	Newly hired Health Services personnel, health services staff desiring a review
Instructor	Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Teresa Volosevich, RN, Other Instructors PRN

September 26

Title	Medical Basic Skills Day # 3 Immunizations
Description	Review of most current immunization requirements for residents and staff based on CDC recommendations and VA State law. Review of immunization administrations techniques, placing and reading TST.
Place	Barrett
Time	8:30 a.m. – 9:30 a.m.
Target Audience	Newly hired Health Services personnel, health services staff desiring a review
Instructor	Elizebeth Morse, RN, CPNP; Doris Hedrick, RN, Other Instructors PRN

September 26

Title	Medical Basic Skills Day # 3 Phlebotomy and veinipuncture
Description	Review of IV fluids on stock, medications given by IV drip and IV push. Review of basic veinipuncture sites and practice session for drawing blood, and starting IVs with intracath & butterfly needles.
Place	Barrett
Time	10:00 a.m.—12:00 p.m.
Target Audience	Newly hired Health Services personnel, health services staff desiring a review
Instructor	Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN

September 26

Title	Medical Basic Skills Day # 3 Behavioral Services Unit
Description	Overview of the function and services provided by the BSU.
Place	Barrett
Time	1:15 p.m. – 2:15 p.m.

Target Audience Newly hired Health Services personnel, health services staff desiring a review
Instructor Steven Peed, PhD; Other Instructors PRN

September 26

Title **Medical Basic Skills Day # 3 Dental Services**
Description Overview of the function and services provided by Dental Services.
Place Barrett
Time 2:30 p.m. – 4:15 p.m.
Target Audience Newly hired Health Services personnel, health services staff desiring a review
Instructor Thomas Milewski, DDS; Robert Lankford, DDS; Other Instructors PRN

September 27

Title **Medical Basic Skills Day # 4 Physical Assessment**
Description Physical assessment for the nurse; when to treat, when to refer, when to send to ED now! Common illnesses and injuries. Some pearls of wisdom.
Place Barrett
Time 8:30 a.m. – 4:14 p.m.
Target Audience Newly hired Health Services personnel, health services staff desiring a review
Instructor Kathleen Tauer, RN, CPNP, FNP, Elizebeth Morse, RN, CPNP; Other Instructors PRN

September 28

Title **Medical Basic Skills Day # 5 Adolescent Growth and Development**
Description Review of normal expected adolescent growth and development, physically, socially and psychologically.
Place Barrett
Time 8:30 a.m. – 2:30 p.m.
Target Audience Newly hired Health Services personnel, health services staff desiring a review
Instructor Kathleen Tauer, RN, CPNP, FNP, Elizebeth Morse, RN, CPNP; Other Instructors PRN

October 2-5

Title

Medication Aide Training

Description

This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.

Place

Barrett

Time

8:30 a.m. – 4:30 p.m.

Target Audience

Non-medical staff who administer medications

Instructor

Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other
Instructors PRN

Limit 20 participants

October 11

Title

Blood Pressure Monitoring

Description

Have You Had a Blood Pressure Measurement Update Recently?

- Do you know how to determine if the blood pressure equipment you use is providing accurate readings?
- Do you know how to determine the correct cuff size for each client?
- Do you know how to determine your client's Maximum Inflation Level?
- Are you familiar with the most current guidelines for the detection, evaluation, prevention and treatment of high blood pressure released in May of 2003? (JNC 7)
- Do you know the correct criteria for determining diastolic blood pressure?
- Do you know which is more important (in terms of predicting future complications), the diastolic or the systolic blood pressure?
- Do you know how to amplify the Korotkoff (blood pressure) sounds?

If you answered "no" to any of these questions come to this class! The American Heart Association recommends "systematic training and periodic recertification" in blood pressure measurement technique for all health care professionals. Learn how to calibrate your aneroid sphygmomanometer. (Bring your BP cuffs with aneroid dials and your stethoscope with you to class to practice and to calibrate). Become a certified Blood Pressure Monitoring Specialist; receive a frame-able certificate from the Virginia Department of Health at completion of the class. CEU are available. TWO surprises for all attendees.

Place

Barrett

Time

8:30 a.m. – 2:30 p.m.

Target Audience

Newly hired Health Services personnel, health services staff

Instructor desiring a review
Barbara Mueller BSN; Pan Aldridge, RN; Other Instructors PRN
Minimum 10 participants, Limit 30 participants

October 17

Title **NEW! Medication Aide Renewal**
Description This 8 hour TRAIN-THE-TRAINER is required for all Medication Aid Course Trainers. Beginning in January 2008 all medication aids will be required to re-certify annually. This course will introduce the trainers to the new re-certification criteria, objectives and course content.
Place **Barrett**
Time **8:30 a.m. – 4:30 p.m.**
Target Audience **Medication Aid Course Trainers**
Instructor **Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN**

October 31

Title **OSHA Exposure Control Plan**
Description Update current policies and regulations regarding OSHA regulations, standard precautions, and the exposure/infection control.
Place **Barrett**
Time **8:30 a.m. –4:15 p.m.**
Target Audience **Health Services Staff, administrators.**
Instructor **Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN**

October 31

Title **Pandemic Flu Update**
Description Update current policies and regulations regarding Pandemic Flu, and other epidemic/ pandemic health concerns.
Place **Barrett**
Time **8:30 a.m. –4:15 p.m.**
Target Audience **Health Services Staff, administrators.**
Instructor **Joseph Riddick, CCHP; Other Instructors PRN**

November 1

Title **STD updates**
Description Updates on STD and treatments
Place **Barrett**
Time **8:30 a.m. –11:45 a.m.**
Target Audience **Health Staff**

Instructor Kathleen Tauer, RN, CPNP, FNP, Elizebeth Morse, RN, CPNP;
Other Instructors PRN

November 1

Title **STD Laws and Regulations**
Description Updates laws and regulations governing the treatment and reporting of STDs in Virginia
Place **Barrett**
Time **1:00 p.m. – 4:15 p.m.**
Target Audience **Health Staff**
Instructor **Caroline Campbell; Joseph Riddick CCHP; Other Instructors PRN**

November 6-9

Title **Medication Aide Training**
Description This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
Place **NoVA Location TBA**
Time **8:30 a.m. – 4:30 p.m.**
Target Audience **Non-medical staff who administer medications**
Instructor **Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN**
Limit 20 Participants

November 16

Title **NEW! Medication Aide Renewal**
Description This 8 hour TRAIN-THE-TRAINER is required for all Medication Aid Course Trainers. Beginning in January 2008 all medication aids will be required to re-certify annually. This course will introduce the trainers to the new re-certification criteria, objectives and course content.
Place **Natural Bridge**
Time **8:30 a.m. – 4:30 p.m.**
Target Audience **Medication Aid Course Trainers**
Instructor **Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN**

December 4

Title	NEW! Medication Aide Renewal
Description	This 8 hour TRAIN-THE-TRAINER is required for all Medication Aid Course Trainers. Beginning in January 2008 all medication aids will be required to re-certify annually. This course will introduce the trainers to the new re-certification criteria, objectives and course content.
Place	Barrett
Time	8:30 a.m. – 4:30 p.m.
Target Audience	Medication Aid Course Trainers
Instructor	Doris Hedrick, RN, Elizebeth Morse, RN, CPNP; Other Instructors PRN

December 6

Title	CPR for Healthcare Providers
Description	This 8 hour training is required for all Health Services personnel with direct contact with residents. Meets the standard for emergency care for the professional rescuer. Proficiency in one- and two– person CPR, mouth to mask ventilations and use of the bag-valve-mask (BVM) is required.
Place	Barrett
Time	8:30 a.m. – 4:30 p.m.
Target Audience	Health Services personnel with direct patient care.
Instructor	Teresa Volosevich, RN, Lorraine Ross, RN, Other Instructors PRN
	Limit 12 participants

December 14

Title	ACHOO
Description	Assessing the winter upper respiratory illnesses.
Place	Barrett
Time	8:30 a.m. –1:30 p.m.
Target Audience	Health Staff
Instructor	Kathleen Tauer, RN, CPNP, FNP, Elizebeth Morse, RN, CPNP; Other Instructors PRN